

**DIVISION OF RECYCLING  
INDUSTRY SERVICES BRANCH  
JOB OPPORTUNITY BULLETIN  
RECYCLING SPECIALIST I/II  
HR 200 # 5-033**

*State employees with transfer eligibility to the Recycling Specialist classification are highly encouraged to apply.*

*Consideration may be given in downgrading **one** of the positions to the MST level for recruitment purposes.*

The Industry Services Branch, Client Services Section is currently recruiting for **two** Recycling Specialist I/II to join our dynamic team. The section is responsible for ensuring that proper California Redemption Value (CRV) and processing fee payments are reported and paid to the Division of Recycling. This section is also responsible for identifying beverages subject to CRV and proper product labeling. The Recycling Specialists will establish and maintain cooperative relationships with beverage industry representatives; independently research, analyze, and evaluate reporting and payment history of beverage manufacturers and distributors; complete technical reports; and determine product eligibility in the recycling program. The Recycling Specialists will assist in maintaining the database file for all beverage manufacturers and distributors. The Recycling Specialists will conduct on-site reviews with participants throughout California to discuss program requirements when necessary. Some travel is required.

**Desirable qualifications:**

- ☐ Accounting or finance experience.
- ☐ Excellent analytical and interpersonal skills; Team player
- ☐ Strong verbal and written communication skills
- ☐ Experience with Access, Word, Excel, and Outlook or similar software programs;

Please contact Divina Cadiz at 916-327-2897 to request a duty statement or additional information.

**Please submit an application and résumé to:**

Division of Recycling  
Administrative Services Branch  
801 K Street, MS 19-01  
Sacramento, CA 95814

Attention: Divina Cadiz